



SCHOOL PACKAGE

2019-2020

June 2019

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Our Lady of Grace Spiritual Centre
243 Gorham Road
Ridgeway, Ontario

Email: journey@ncdsb.com
Telephone: 905-894-8910

Principal Check List

Supervision:

- Arrange for supervision for Day Time and Overnight (suggested “shift change” Day 1: 4-7pm; 7-10pm; 10pm – overnight.)
- Daytime – ideally male and female
- Nighttime – imperative male and female supervision

Staff Ratio:

- **One staff for every 15 students.**
- **Overnight supervision:** administration must ensure a minimum of one supervisor per occupied dorm room.

Discipline:

- **Teachers** hold primary responsibility for discipline
- **One teacher (at least)** to be present with students at all times, Journey staff will work with teachers to assure reasonable break times

Family Night Dinner:

- Invite school staff to Family Night Mass (5:30)
- Dinner to follow. Max seating for dinner – 120 including students

Transportation:

- Ensure that all students have a ride home after Family Night
- **At least one staff member must remain with students being picked up after Family Night**

Double-check with grade 8 teacher - Complete Journey Forms Package (which includes Chartwells’ form for numbers) and submit one week prior to your retreat date.

Scan/email Journey Forms Package to journey@ncdsb.com

(If numbers are not received one week prior, the school will be charged for grade 8 numbers as per organizational chart)

GRADE 8 TEACHER “TO DO” CHECK LIST

Attendance: encourage **ALL** Grade 8 students to attend!

Parent/ Student Packages: send home with each student

Parish priest - contact to advise of your Retreat dates well in advance to ensure availability.

Collect:

- Expectation, Information forms and \$50 fee
- \$14 per dinner per parent/guest attending Family Night.
- Snacks (prior to boarding bus)

Select/assign:

- Assign students to dorm room and small group (see Forms Package)

Placemats or tent cards:

- Have each student make placemat or tent card with their name for meal time
- # guests attending family night to be written in lower right corner

Family Night notes:

- Ensure that EVERY student has a ride home
- Casual dress for guests, school uniform dress code (blue and white) for students
- Guest numbers may need to be limited – max. seating capacity for dinner is 120

Elementary Chaplaincy Leader visit: approximately TWO WEEKS prior to the Retreat.

- Complete Journey Forms Package and submit one week prior to your retreat date.**

WHAT PARENTS NEED TO KNOW!

(Parent/Student Package for more details)

- Dates and Times of Retreat –due dates for forms/ payment
- Cost - \$50/ student
- Family Night - \$14/ person for parent/guest
 - they will be taking their child home following dinner (approximately 7:15 pm)
 - If they cannot attend, **they must make alternative arrangements** for their child.
 - Family Night attire is casual but still appropriate for attending Mass, school uniform dress code (blue and white) for students
- Pack – all necessary items.... Including appropriate outdoor wear. We go outside in all types of weather.
- **Electronics – including cell phones are not allowed.**
Our Lady of Grace Spiritual Centre: 905-894-8910
- Snacks – Everyone is asked to bring a healthy snack that will be shared with the entire class during scheduled snack times.
- Water Bottles – In the interest of the environment, ecological justice and responsible social ethics, we insist that students bring their own refillable water bottles.
- Students will be sent home for vandalism, violence, visiting other dorms, and excessive disrespectful behavior. Parents will be responsible for damages.
- All medications must be given to the Teacher to hold and administer.

STAFF SUPERVISORY DUTIES WHILE AT THE RETREAT

1. PARTICIPATE with your students and assist with all sessions and activities!
2. Set up and supervise Snack Times
(kitchen juice & milk are for meals only)
3. Assist and supervise at Meal Times.
4. Supervise 'free time' in dorms and/or gym.
5. Deal with discipline problems should they arise.
6. Ensure that there are absolutely no snacks or gum in dorms.
7. **DAY ONE EVENING PROGRAM –**
Plan and supervise evening activities from approximately 6:45 pm to 10:30 pm.

Suggestions: Snack, Shower Time, Table Games, Gym Time (large group games), Talent Night

8. Have students in their own Dorm rooms by 10:30 pm with lights out at 11:00pm..... hopefully, asleep no later than midnight!
Day two activities are very difficult when everyone is tired.
9. **DAY TWO MORNING –**
Wake students by 7:30a.m. Students need to clean up their Dorm and pack most of their gear before breakfast. Breakfast will be at 8:00am and all students must be on time and present. Everyone must be ready for 9:00am to begin Journey Retreat activities.
10. Chapel – This is a sacred space. No food or drink is permitted.

Driving Directions from Grimsby, Niagara Falls, St.Catharines to Our Lady of Grace Spiritual Centre

1. Follow Queen Elizabeth Way toward Fort Erie
2. Take exit #16 / Sodom Road south to Crystal Beach – go 3.4 Km.
3. Drive past Zoo's and Stevensville Nursery
4. Sodom Rd. becomes (same RR-1) Stevensville Road, then Gorham Rd. – go .9km
5. Continue into Ridgeway, Our Lady of Grace is just after Joe's Value Mart
6. Address: 243 Gorham Road, Ridgeway.

Driving Directions from Smithville, Wainfleet, Port Colborne to Our Lady of Grace Spiritual Centre

1. Follow Provincial Highway 3 – go 39.6 Km
2. Turn right onto Gorham Road / RR -116 – go .9 miles
3. Continue into Ridgeway and Our Lady of Grace is just after Joe's Value Mart
4. Address: 243 Gorham Road Ridgeway

Driving Directions from Welland to Our Lady of Grace Spiritual Centre

1. Follow East Main Street – through tunnel
 2. Turn right onto Ridge Rd. Travel to Netherby Road turn left
 3. Take Netherby Road to Stevensville Road @ Snyder, turn right
 4. Travel along Stevensville Rd. (past Zoos, Stevensville Nursery). Stevensville Rd. becomes Gorham Rd.
 5. Continue into Ridgeway and Our Lady of Grace is just after Joe's Value Mart
- Address: 243 Gorham Road, Ridgeway